



CITY OF MURFREESBORO
COMMUNITY DEVELOPMENT DEPARTMENT
PUBLIC SERVICE GRANT APPLICATION

Application (Original and disc with electronic copy of application including all attachments) must be received at the Community Development Department, 211 Bridge Avenue, no later than 4:30 p.m., February 27, 2015.

AGENCY INFORMATION

Name of Organization

Office Address

Mailing Address (if different)

Contact Person/Title

Contact Information

Phone: Fax: E-mail:

DUNS# SAM CAGE Code

1. Does your organization have 501(c)3 tax-exempt status? ☐ Yes ☐ No
2. Is your agency a faith-based organization? ☐ Yes ☐ No
3. Has your organization been reviewed by GivingMatters.com? ☐ Yes ☐ No
4. Does your agency receive and/or intend to apply for an allocation from the City General Fund? ☐ Yes ☐ No

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanction up to and including a Class B Felony. I also certify that the matching supplemental funds or in-kind support contribution required by the City of Murfreesboro Community Development Public Service Grant Program will be provided.

Signature of Authorized Representative

Date

PROJECT INFORMATION

Name of project

Physical address for your project

Eligible public services include, but are not limited to, (*check applicable service*):

- | | | |
|---|--|---|
| <input type="checkbox"/> Child care/counseling | <input type="checkbox"/> Public safety services | <input type="checkbox"/> Homebuyer counseling |
| <input type="checkbox"/> Health care | <input type="checkbox"/> Fair Housing activities | <input type="checkbox"/> Energy conservation |
| <input type="checkbox"/> Job training | <input type="checkbox"/> Youth services | <input type="checkbox"/> Services for senior citizens |
| <input type="checkbox"/> Recreation programs | <input type="checkbox"/> Homeless services | <input type="checkbox"/> Education programs |
| <input type="checkbox"/> Substance abuse counseling and treatment | | |
| <input type="checkbox"/> Other | | |

Requested CDBG funding \$

For what expenses will your agency will be seeking reimbursement using CDBG funds:

Murfreesboro's Public Service grants require a dollar-for-dollar match. The match for this project will come from (*check the match sources that apply*):

- | | |
|---|---|
| <input type="checkbox"/> Value of donated space or equipment | <input type="checkbox"/> Volunteer service time |
| <input type="checkbox"/> In-kind contributions of goods or services | <input type="checkbox"/> Grant funds |
| <input type="checkbox"/> Cash – Agency funds | |
| <input type="checkbox"/> Other (please specify) | |

ELIGIBILITY INFORMATION

1. Is your organization a current recipient of CDBG funding? ☐ Yes ☐ No
2. If your organization is not a current recipient, has it ever received CDBG funds?
☐ Yes - When? ☐ No
3. Will your project provide a benefit to very low-, low- and moderate-income residents of Murfreesboro? ☐ Yes ☐ No
4. Will your project be serving: ☐ Individuals? ☐ Households?
5. Will your agency be able to document income for project participants? ☐ Yes ☐ No
6. How many clients do you expect to serve?
7. What population/area would your proposed project serve?
8. What are the eligibility requirements (if any) for your services?

ATTACH THE FOLLOWING TO YOUR APPLICATION

1. A detailed description of your project – HUD grantees are required to report measurable outcomes for all projects funded. How do you propose to measure the outcomes of your project? Include a schedule for completing your scope of work.
2. A detailed budget for your proposed project - Your budget should include a breakdown of all revenue sources for your proposed project, particularly any sources of funding (including in-kind contributions) which will be used to leverage CDBG funding. The attachment should also specify the designated financial contact person and contact information.
3. If the City of Murfreesboro is unable to fund all or any of your request, how will your organization fund the balance required to conduct the activity?
4. A copy of your agency's most recent IRS documentation letter.
5. A copy of your agency's most recent audit. If your agency does not meet the threshold of OMB Circular A-133 (exceeds \$500,000 in federal expenditures), submit a certified statement to that effect and a copy of your agency's most recent Form 990 or 990EZ filing.
6. Your governing board roster - Also include a roster if you have a local advisory board in addition to your governing board. These lists must identify principal officers and include contact information for each board member.
7. A copy of your agency's mission statement.
8. A copy of your agency's Policy of Non-Discrimination - Subrecipient agreements with the City governing CDBG funded projects require your agency to have such a policy.
9. A copy of your agency's Conflict of Interest policy.
10. A copy of your agency's procurement policy
11. A copy of your agency's client intake form.
12. A copy of your agency's grievance and termination of services policies.
13. Include any other information you consider pertinent to your proposal and which will help the Community Development Department better evaluate your application.

HUD requires all subrecipients receiving federal money for projects to have both a DUNS number and a System for Award Management (SAM) CAGE Code. To apply for a DUNS number online, visit <http://www.dnb.com/get-a-duns-number.html>. To apply for a System for Award Management (SAM) CAGE Code, visit <https://www.sam.gov/portal/public/SAM/##11>.

The Community Development Department will be pleased to provide technical assistance if you need it prior to the grant application deadline (Call 890-4660 or contact jcallow@murfreesborotn.gov or ppope@murfreesborotn.gov. Meeting the deadline for submitting the application is the sole responsibility of the applicant.